

Program Manager

The Women's Suffrage Centennial Celebration of Massachusetts (WSCC)

The Women's Suffrage Celebration Coalition of Massachusetts (WSCC) is dedicated to commemorating and celebrating the upcoming 100th anniversary of the adoption of the 19th Amendment to the U.S. Constitution, guaranteeing women the right to vote.

The WSCC presents **events and activities** that highlight the history of the women's suffrage movement and women's rights.

Our goals include increasing voter participation, providing educational opportunities, recognizing and celebrating the progress of women's rights and to shine a light on all we need to do to achieve full equality for women.

The Program Manager works with the WSCC President and Board to plan and organize WSCC's fundraising, events and related communications to assure the success of the organization's fundraising and events programs. The manager ensures that all related deadlines for fundraising and events budgets are met.

Responsibilities:

Work with the President and the board to fulfill the organization's mission and the following:

Development

- Secure resources sufficient to ensure the financial health of WSCC
- Create and implement a fundraising plan that includes various means of fundraising, a timetable etc.
- Meet prospective donors alone or with the President or board members on a regular basis to cultivate positive relationships on behalf of WSCC and grow the major gifts program
- Oversee the fundraising database, tracking systems and budget

Events

- Plan, coordinate and manage WSCC events
- With the President, schedules speaking engagements and make public appearances to share information about WSCC throughout the Commonwealth

Communications

- With the Vice President of Communications, oversee the creation of and manage a communications plan including publications and social media to promote WSCC

Other responsibilities as determined by the board

Schedule:

Part-time, flexible schedule (approximately 32 hours). The Program Manager will be required to work at approximately 2-5 evening and/or weekend events a month.

Salary:

\$30.00 to \$40.00 per hour depending on experience.

Qualifications:

- Exceptional interpersonal skills
- Ability work effectively with the WSCC Board, staff and volunteers
- Bachelor's degree
- Proven excellent communications skills: written, in social media and verbal
- Excellent organizational abilities and experience, including budget preparation, event planning and implementation
- Strong background (5+ year experience), knowledge and experience in fundraising techniques, particularly in the area of major gifts
- Must be a self-starter, goal driven and able to follow through

Location:

Newton – convenient to public transportation

WSCC Commitment to Diversity - The WSCC is committed to the diversity of its leadership, staff and partners. A core value of the WSCC is diversity of thought, experience, race, gender, sexual orientation, physical or mental ability, age, religion, and national origin.

HOW TO APPLY

humanresources@suffrage100ma.org

No phone calls, please. If you are selected for an interview, you will be contacted directly by the manager hiring for this position. Thank you.